

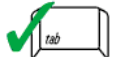
Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Stage II Vapor Recovery Program

Stage II Form G

Stage II Compliance Testing Company Notification

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Stage II Compliance Testing Company Documentation

1. Stage II Compliance Testing Company Facility Address (please print):

Name of Stage II Compliance Testing Company

Telephone number

Facility address

City/town

State

Zip code

2. Business Mailing Address (if different than address 1. above. please print):

Business mailing address

Telephone number

City/town

Zip code

3. Stage II Compliance Testing Company Responsible Official (please print):

Name of Stage II Compliance Testing Company Responsible Official

Telephone number

Mailing address

City/town

State

Zip code

Source of Authority for Responsible Official (check one)

If a Corporation, an official with authority to bind the Corporation:

☐ President

☐ Secretary

☐ Treasurer

☐ Vice President

☐ Other person who performs a similar policy-making or decision-making function of the Corporation

If a Partnership:

☐ General Partner

If a Sole Proprietorship:

☐ Proprietor

If a municipality/public agency:

☐ Principal executive official or ranking elected official with authority to enter into contracts on behalf of municipality/public agency.

- a. If additional Stage II Compliance Testing Company Responsible Officials will be signing compliance certifications on behalf of the Compliance Testing Company, please provide their name, business address and telephone number (if different from above), and the source of their authority as Attachment A to this form.

B. Stage II Compliance Testing Company Business & Related Activities

1. Does the owner, operator, lessee or controller of the applicable Stage II Compliance Testing Company also own, lease, operate or control:

- a. one or more gasoline dispensing facilities or tank trucks in Massachusetts?

☐ Yes

☐ No

If yes, as Attachment B to this form, please identify the name and address of each facility.



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B. Compliance Testing Company Business & Related Activities (Cont.)

- b. one or more companies that install or substantially modify Stage II systems? ☐ Yes ☐ No
- If yes, as Attachment C to this form, please identify the name and business address of the company(s).
2. Does the owner, operator, lessee or controller of the Stage II Compliance Testing Company perform required Stage II compliance tests on Stage II systems owned, operated, leased or controlled by him or her or installed or substantially modified by a company owned, operated, leased or controlled by him or her?
- ☐ Yes ☐ No

C. Stage II Compliance Testing Company Employee Training, Record Keeping and Bi-Weekly Submittal of Scheduled Tests

1. As Attachment D to this form, identify the Stage II Compliance Testing Company employee training systems in place to ensure compliance tests are performed in accordance with applicable protocols and procedures.
2. Are you in compliance with the requirements that no Stage II Compliance Testing Company employee shall perform Stage II compliance tests unless he or she has been trained in accordance with applicable compliance testing protocols and procedures?
- ☐ Yes ☐ No
3. Are you in compliance with the requirements to maintain a current record of all persons or employees trained to perform Stage II compliance tests in accordance with applicable protocols and procedures?
- ☐ Yes ☐ No
4. Are you in compliance with the requirements to maintain compliance testing records?
- ☐ Yes ☐ No
5. Are you in compliance with the requirements to submit to the Department, once every two weeks, a written list of gasoline dispensing facilities or tank trucks to be Stage II compliance tested over the next 14 day period?
- ☐ Yes ☐ No

D. Stage II Compliance Testing Company Certification

I certify that **(a)** I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment; **(b)** employee training systems are in place at the Stage II Compliance Testing Company to ensure required compliance tests are performed in accordance with the referenced protocols and procedures and such training systems will be maintained for the coming year, even if the protocols and procedures are changed over the course of the year; and **(c)** I am fully authorized to make this attestation on behalf of the Stage II Compliance Testing Company.

Printed name of Compliance Testing Co. Responsible
Official

Signature of Compliance Testing Co.
Responsible Official

Date

Stage II Vapor Recovery Program Instructions for Completing Form G

Stage II Form G Stage II Compliance Testing Company Notification

These instructions have been designed to assist those who own and/or manage Stage II Compliance Testing Companies in completing forms required by the Department of Environmental Protection (DEP). Please refer to the full text of the Stage II Program regulations (310 CMR 7.00, Definitions, and 310 CMR 7.24(6), Dispensing of Motor Vehicle Fuel), which govern this Program. These instructions do not create any legal rights, and do not substitute for the Program regulations. To ensure that you are using the most current version of the Stage II forms and instructions, please call the Stage II Hotline (617/556-1035), or check the Stage II web page <http://www.state.ma.us/dep/bwp/dagc/dagcpubs.htm#stageii>

When Is Form G Used? Form G is used to notify DEP that a company is performing required Stage II compliance tests in Massachusetts.

When Is a Form G Submitted to DEP? Form G must be submitted to DEP prior to performing any required Stage II compliance tests.

Who Must Sign Form G? To ensure that all aspects of the Stage II Compliance Testing Company activities are performed in accordance with program requirements, one party from among the company's applicable owner, operator, lessee or controller, must be identified as responsible for certifying to overall company compliance. This "Stage II Compliance Testing Company Responsible Official" must sign Form G.

The Responsible Official must review all information about Stage II Compliance Testing Company activities required by Form G (including backup information that provides the basis for answers to questions on this Form) to make sure that the information is true, accurate and complete. This person can base his or her certification on an inquiry of the individuals responsible for obtaining information about applicable compliance activities. The Stage II Compliance Testing Company Responsible Official is the point of contact for Stage II-related communication with the Department.

Who is Eligible to be the Stage II Compliance Testing Company Responsible Official? The type of person who may serve as the Stage II Compliance Testing Company Responsible Official depends on the type of entity that owns, operates, leases, or controls the testing company. The Responsible Official must be:

- In a sole proprietorship, the company's sole proprietor.
- In a partnership, a general partner with authority to bind the partnership.
- In a corporation or a non-profit corporation, a corporate official with authority to bind the corporation, e.g., president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision making functions of the corporation.
- In a municipality or other public agency, a principal executive officer or ranking elected official who is empowered to enter into contracts on behalf of the municipality or public agency.

A Stage II Compliance Testing Company may identify more than one Responsible Official who will sign compliance certifications on behalf of the Stage II Compliance Testing Company. However, please note: only one Stage II Compliance Testing Company Responsible Official can sign the Compliance Testing Company Certification on a single Stage II Compliance Form (i.e., Forms A, B, C, and D2).

What Must the Stage II Compliance Testing Company Responsible Official Attest To? By signing Form G, the Stage II Compliance Testing Company Responsible Official attests that:

- he or she has personally examined, and is familiar with, the information contained in the form and all its attachments;
- based on his or her inquiry of the person(s) responsible for providing the information, the information to which he or she is attesting is true, accurate and complete;
- systems to maintain compliance are in place at the company (e.g., employee training, record keeping and submittal of bi-weekly list of scheduled tests, etc.);
- he or she is authorized to attest on behalf of the Stage II Compliance Testing Company; and
- he or she is aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

How Should Form G be Submitted to DEP? Form G, with original signatures, must be mailed via the US Postal Service to:

Department of Environmental Protection
Bureau of Waste Prevention – Stage II Program
One Winter Street, 8th Floor
Boston, MA 02108

Please Note: faxes, other copies and hand-delivered forms will not be accepted.

Directions For Completing Form G

Section A. Stage II Compliance Testing Company Documentation

1. Stage II Compliance Testing Company Facility Address

Enter the company name and the address for the facility(s) from which daily compliance testing activities originate.

2. Business Mailing Address

Enter the company business mailing address, if different than A.1 above.

3. Compliance Testing Company Responsible Official

Enter the name and address of the person who is the company's Stage II Compliance Testing Company Responsible Official. Check the correct box indicating the source of the Responsible Official's authority.

A Stage II Compliance Testing Company may identify more than one Responsible Official. If more than one Responsible Official is being designated, please provide the Responsible Official(s)'s name, business address and telephone number (if different from above), and the source of their authority as Attachment A (please use the same categories for "Source of Authority" as in Question 3).

Please note: Only one Stage II Compliance Testing Company Responsible Official can sign the Compliance Testing Company Certification on a single Stage II Compliance Form (i.e., Forms A, B, C and D2). If a Stage II Compliance Testing Company wants to modify its list of Responsible Officials (e.g., to replace someone who has left the company), please complete Form H and submit it to DEP.

Section B. Stage II Compliance Testing Company Business and Related Activities

Check the appropriate box to answer each question and provide required attachments as applicable.

Section C. Stage II Compliance Testing Company Employee Training, Record Keeping and Bi-Weekly Submittal of Scheduled Tests

Check the appropriate box to answer each question and provide the required attachment, as applicable.

Section D. Stage II Compliance Testing Company Certification

Sign and date the form in the appropriate place as required.

If you have questions or need more information, please call DEP's Stage II Hotline (617/556-1035). The Hotline can provide:

- Stage II facility information on record in the DEP Stage II database.
- Help with finding Stage II System's Executive Order numbers.
- Copies of Stage II System's Executive Orders.
- Blank forms.
- DEP fact sheets, inspection checklists and compliance assistance materials.

Blank forms and instructions, and program regulations are also available at DEP's Stage II web page <http://www.state.ma.us/dep/bwp/daqc/daqcpubs.htm#stageii> Additional compliance assistance materials, fact sheets, inspection check lists, etc. will be posted there as they are developed.